

Mono County Community Development Department

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Planning Division

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Parcel Map / LAND DIVISION APPLICATION AND PROCEDURAL INFORMATION

I. INTRODUCTION

A land division is the division of any real property, improved or not, shown on the latest Assessment Roll, for the purpose of sale, lease or financing into four (4) or less parcels.

The Planning Commission reviews and makes determinations on tentative parcel maps, which are prepared for land division projects. After holding a public hearing to receive input and comment, the Planning Commission sets conditions or standards, makes the required Tentative Map "findings", and approves tentative maps. Once the applicant has complied with all of the tentative map conditions, the final map is brought before the Planning Commission for final approval. The average land division project takes about six months to process.

II. THE APPLICATION PACKAGE SHALL CONSIST OF:

- A. Complete application form (one copy)
- B. Complete Project Information Form (one copy) or Expanded Environmental Submittal for larger projects (three bound copies and one unbound copy for reproduction).
- C. Twelve (12) 24" x 36" copies of the parcel map folded to a maximum size of 9" x 12" with the map number exposed. One 8.5" x 11" or 11" x 17" reproducible copy of the map.
- D. One signed copy of the Tentative Parcel Map Requirements Check Sheet.
- E. Project processing deposits of \$1,500.00.
- G. Environmental Review Deposit (CEQA):
 - Negative Declaration -- \$890.00
 - Environmental Impact Report -- \$890.00 is a deposit for the initial study only.

III. APPLICATION REVIEW PROCEDURE:

- A. Pre-application conference between County staff and applicant.** Conferences can be requested by staff or the applicant for larger projects, or projects that may generate significant public controversy.
- B. Application package submitted to the Planning Department.**
- C. Planning Staff review of the application package.** If determined incomplete, the applicant will be notified of the deficiencies. Generally, projects requiring the preparation of a Negative Declaration or Environmental Impact Report will take longer to be accepted as complete.

If the application is deemed generally complete, the package will be sent for review to local, state and federal agencies, and a Land Development Technical Advisory Committee (LDTAC) meeting will be scheduled. The LDTAC consists of County representatives from the Planning, Public

Works and Health Departments. The preparation of a Planning Commission Staff report and environmental document will also commence.

LDTAC meetings for projects requiring a Negative Declaration or EIR, are scheduled a minimum of four weeks after a project application is accepted as complete. Projects that are Categorically Exempt could be scheduled sooner. Board of Supervisors' Minute Order 83-1154 requires the Planning Department to give local fire districts at least 20 days to review and comment on projects. LDTAC meetings are held after the initial review period ends to examine comments and concerns of local, state and federal agencies.

- D. Review of the project by the LDTAC.** The LDTAC will review comments and concerns of local, state and federal agencies as well as the Staff Report with conditions of approval and the environmental document with the applicant. Prior to the close of the meeting, the LDTAC will recommend approval or conditional approval of the tentative map to the Planning Commission only when the findings in Mono County Code §17.36.090 can be made.
- E. A Planning Commission hearing will be scheduled following the LDTAC meeting.** Due to public review and noticing requirements, most Planning Commission public hearings will not be scheduled for at least two weeks after the LDTAC meeting. Projects requiring Negative Declarations or EIRs will have longer review periods.
- F. Final Staff Report and environmental document.** A final Staff Report and, if applicable, environmental documentation will be sent to the Planning Commission and the applicant five days prior to the public hearing.
- G. Planning Commission public hearing.** Following a Staff presentation and additional public testimony, the Commission will make an environmental determination, and then take action on the proposed project. The Commission can deny, approve, approve with conditions, or continue the hearing to receive additional input. If approved, the tentative map is valid for two years. The Commission may grant three one-year extensions after the initial two year period.

The applicant's attendance at the hearing is vital to provide the Commission with additional information and to answer questions. Unless the Commission's decision is appealed to the Board of Supervisors, the Planning Commission's decision is usually the last administrative action.
- H. Appeal of the Planning Commission's decision.** The applicant or other interested parties can appeal the decision of the Planning Commission to the Board of Supervisors. A completed appeal application with accompanying fees must be filed with the Planning Department within 15 days of the date of the decision.
- I. Final Map review and approval.** The engineer/applicant shall submit a final map to the Department of Public Works. If the Public Works Department determines that the final map is consistent with the tentative map and all of the conditions of approval have been satisfied, the final map is scheduled for review and signature by the Planning Commission Chairman.
- J. The final map is recorded with the County Clerk-Recorder.**

TENTATIVE PARCEL MAP REQUIREMENTS

Lack of the following information may delay the processing of a Tentative Parcel Map application. All Tentative Parcel Map applications shall contain the following information:

- _____ Complete Application.
- _____ Complete Project Information Form.
- _____ Copy of preliminary title report.
- _____ Assessor's map with property of the proposed land division delineated.

TENTATIVE PARCEL MAP REQUIREMENTS

The tentative map shall be clearly and legibly drawn on sheets eighteen (18) inches by twenty-six (26) inches in size, using an engineer's scale in all cases. A marginal line shall be drawn around each sheet leaving a blank margin of one inch. Twelve (12) copies of the tentative map and one reproducible copy of the tentative map no larger than 11" x 17" shall be required at the time of project submittal. The Tentative Parcel Map shall show the following:

- _____ Name, address and telephone number of the applicant, owner and plan preparer.
- _____ Date of Map Preparation.
- _____ Assessor Parcel Number.
- _____ Boundaries of the land proposed to be divided including existing and proposed parcel lines with dimensions and net area, exclusive of roads.
- _____ North arrow and scale.
- _____ Existing Land Use and Zoning Designations of the land.
- _____ Proposed land use of parcels.
- _____ Existing or proposed right-of-way lines of county roads or streets within or abutting the land, and the location and width of pavement, including the roadway pavement, curbs, gutters and sidewalks, both existing and proposed.
- _____ Location, with dimensions, of any existing structures and improvements on the land or underground, including wells, sewage disposal facilities, utility lines, driveways, etc.
- _____ Location of drainage provisions, drainage courses, watercourses and areas subject to flooding.

- _____ Existing or proposed easements which may have influenced the proposed parcel line locations or may influence the locations of buildings.
- _____ Domestic water source including the name of supplier, quality and an estimate of available quantity. If individual wells are proposed, show the location of each well. Show also each existing well within 200 feet of the subject property.
- _____ Method of sewage disposal and name of sewage agency, if any. If individual septic disposal systems are proposed, show the location of leach field and replacement area. Show also each existing septic disposal system within 200 feet of the subject property.
- _____ Other information necessary by land technical advisory committee, including maps of adjoining land which may have been previously divided.

The items checked above have been included in the application package or are shown on the Tentative Parcel Map.

Signature

Date

APPLICATION #	
DATE RECEIVED	
FEE RECEIVED	
BY	
RECEIPT #	
CHECK #	
CASH	

NAME OF APPLICANT/AGENT _____

TELEPHONE # _____

Assessor's Parcel Number(s) _____ Total Acres _____

Domestic Water Source
and/or Name of Supplier _____

Present Use of Parcel

Proposed Use of Parcel(s)

5

I CERTIFY UNDER PENALTY OF PERJURY that I am: ☐ legal owner(s) of the subject property (all individual owners must sign as their names appear on the deed to the land), ☐ corporate officer(s) empowered to sign for the corporation, or ☐ owner's legal agent having Power of Attorney for this action (a notarized "Power of Attorney" document must accompany the application form), AND THAT THE FOREGOING IS TRUE AND CORRECT.

Signature

Date

Signature

Date